



The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope,  
improves communities, and makes America a better place to live.  
We care about the entire community, and we are dedicated to helping people  
help themselves and each other.

Community Action Partnership  
of San Bernardino County

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San Bernardino, CA 92415-0610  
www.sbcounty.gov/capsbc

## HEAP 2008 HOME ENERGY ASSISTANCE PROGRAM

Community Action Partnership of San Bernardino County (Energy, Education and Environmental Services Program) is processing (HEAP) Home Energy Assistance Program applications for qualifying residents to receive an annual CREDIT, which can be applied towards, GAS or ELECTRIC accounts. **Qualification will be based on criteria set by the State and agency profile goals.**

### **DOCUMENTATION REQUIRED: (COPIES ONLY)**

- Social Security Card a **MUST**.
- Picture I.D. **MUST** show your **CURRENT** address.
- Both **CURRENT** gas and electric bills are required (all pages to electric bill). Bills must be for a **MIMUM** of 22+ days of service. **NOTE:** if bills are not in your name, you must provide a rental agreement, a house payment book or monthly invoice showing your name.
- **Verification of income for ALL HOUSEHOLD MEMBERS:**
  - Proof of AFDC (TANF), GR or GA for **CURRENT** month.
  - Proof of SSA/SSI or Pension benefits for year 2008 (No 1099 forms for year 2007 SSI/SSA payments).
  - Pay stubs for all **PAY PERIODS (NOT PAY DAYS)** for the prior **30 days**.
  - Verification of child support ("current month" printout of prior 30 days monies issued) from the district attorney's office or a current TAD 227 and/or Notice of Action form showing amount of support currently being received.
  - For state disability, workers comp. or unemployment benefits, you must show all paystubs for all pay periods of the prior 30 days.
  - Need verification of income for other adults in household. (If he/she is not working, they must apply for unemployment, providing us with the approval/denial letter or copy of online application and confirmation number.)
  - Income contributions/cash payments should include dollar amount, date received, name and address of person giving contribution.

**PLEASE NOTE: In 2008, besides meeting income guidelines, applicants must meet set energy burden levels and required points as outlined in our Priority Plan. The Priority Plan is designed as a guide so that we may serve the neediest of the needy.**

**HEAP ANNUAL CREDIT** applications are processed **BY MAIL ONLY**.

Clients requesting assistance other than the annual HEAP credit must call our office at  
(909) 723-1680 or (909) 723-1681 for qualifying criteria.

☎ Energy, Education, and Environmental Services (909) 723-1620 Fax (909) 723-1629

☎ Family Development Program (909) 723-1560 Fax (909) 723-1569

☎ CAPSBC Food Bank (909) 723-1580 ☎ Inland Empire Individual Development Accounts Program (909) 723-1570

☎ Administration (909) 723-1510 Fax (909) 723-1509